

# **UNITED STATES POSTAL SERVICE®**

## **Privately-Printed Customs Forms Technical Guide**

February, 2005



**UNITED STATES  
POSTAL SERVICE®**

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# INTRODUCTION

International mail is subject to customs examination in the destination country. The contents and value of an item must be declared on the applicable customs form. All items entering a foreign country are subject to customs inspection and the assessment of duties and taxes in accordance with that country's national laws. Customs duties and taxes are assessed, generally, if the merchandise is dutiable and the value of the item is above the threshold set by the country's laws. If duties and taxes are assessed on an item mailed via the Postal Service™, they are collected from the recipient. In addition, for most countries, there is an administrative fee that is collected from the recipient to cover the costs of clearing the item through customs and collecting duties and taxes. To learn more about duties and taxes, please refer to the International Mail Manual (IMM) at <http://pe.usps.gov> or [www.wcoomd.org](http://www.wcoomd.org) for general information or visit the website of that country's customs service.

## ***Customs Forms***

Only two customs declaration forms are used for international mail, as required under section 123.6 of the USPS® International Mail Manual (IMM);

1. PS Form 2976, Customs – CN22 Customs Declaration
2. PS Form 2976A, Customs – CP72 Customs Declaration and Dispatch Note

Users must know which form is applicable for each shipment. An individual country will require a PS Form 2976 (CN 22) or PS Form 2976A (CP 76) Customs Form, depending on the contents of the package. The correct form for each country and content combination can be found in the USPS International Mail Manual or from the International Rates. Both customs declaration forms require signatures by the sender before submission to the Post Office™.

# POLICIES AND PROCEDURES

Policies and procedures provide step-by-step instructions for completing the certification process that enables a mailer to privately-printer customs forms. The following instructions should be followed through to completion.

1. Mailer contacts the National Customer Support Center (NCSC) requesting information on Customs Barcode Certification.
2. A Barcode Certification Customer Application is provided to the mailer from the NCSC. Documentation can be provided via hardcopy or by access <http://ribbs.usps.gov>.
3. Mailer completes the customer application and submits to NCSC via fax, email, or mail.

BARCODE CERTIFICATION  
NATIONAL CUSTOMER SUPPORT CENTER  
UNITED STATES POSTAL SERVICE  
6060 PRIMACY PARKWAY STE 201  
MEMPHIS, TN 38188-0001  
1-800-238-3150, option 5  
FAX: 901-681-4521  
[LabelCertification@usps.gov](mailto:LabelCertification@usps.gov)

4. NCSC receives mailer application and enters information into database. Mailer is notified that Application Phase has been completed and instructed to submit 20 samples per printer to the NCSC.
5. Samples are submitted to the NCSC with a Barcode Certification Printer Submission Form attached. If the mailer does not previously have the form, it can be obtained from NCSC via fax, email, or downloaded from <http://ribbs.usps.gov>.
6. NCSC receives submitted samples from mailer and begins barcode evaluation.

If labels FAIL, mailer will be contacted with errors and resolutions. Mailer will be instructed to make corrections and resubmit samples.

If labels PASS, mailer is approved to privately-print Customs Forms.

7. Upon approval, NCSC will provide the mailer with certification documentation via email. This documentation consists of a USPS Certificate and approval letter.
8. NCSC will update the Certified Mailers List with the mailer's information. The Certified Mailers List is posted on the RIBBS website at <http://ribbs.usps.gov>.
9. Mailer is required to provide Customs approval certification to USPS with first initial international mailing.

# PS FORM 2976, CUSTOMS – CN22 CUSTOMS DECLARATION

## Sample PS Form 2976

Bar Code Spacing

OCR Readable Text

United States Postal Service

Customs Declaration

May be opened officially

See Instructions on Reverse

CN 22

Do not duplicate without USPS approval.

Cut

☐ Gift

☐ Commercial sample

☐ Documents

☐ Other

Cut

Quantity and detailed description of contents (1)

Weight (2)  
lb. oz.

Value (3)  
(US \$)

**For commercial items only**  
If known, HS tariff number (4) and country of origin of goods (5)

Total Weight (6)

Total Value (7) (US \$)

I, the undersigned, whose name and address are given on the item, certify that the particulars given in this declaration are correct and that this item does not contain any dangerous article or articles prohibited by legislation or by postal or customs regulations.

Date and sender's signature (8)

### Customs Declaration CN 22 — Sender's Declaration

I, the undersigned, whose name and address are given on the item, certify that the particulars given in this declaration are correct and that this item does not contain any dangerous article or articles prohibited by legislation or by postal or customs regulations. This copy will be retained at the post office for 30 days.

Sender's Name & Address

Addressee's Name & Address

Date and sender's signature

PS Form 2976, January 2004

Detached from PS Form 2976, January 2004

Post Office Copy

## Sample CN22 Instructions

### Instructions

CN 22

If you do not wish to list the contents on the wrapper or in any case if the value of the contents is \$400 or over, affix only the upper portion of this label (cut on dotted line and discard lower portion) and complete a PS Form 2976-A, *Customs Declaration and Dispatch Note*. Enclose the completed PS Form 2976-A inside the item. You **must** give the sender's full name and address on the item.

Commercial item means any goods exported/imported in the course of a business transaction, whether or not they are sold for money or exchanged.

(1) Give a detailed description, in English, quantity and unit of measurement for each article — e.g., 2 men's cotton shirts, especially for articles subject to quarantine (plant, animal, food products, etc.).

(2), (3), (6), and (7) Give the weight (in lb./oz.) and value of each article (in US \$) and the total weight and value of the item.

(4), and (5) For commercial items only. If known, HS tariff number (6-digit) must be based on the Harmonized Commodity Description and Coding System developed by the World Customs Organization. Country of Origin means the country where the goods originated — e.g., were produced, manufactured, or assembled. It is recommended you supply this information and attach an invoice to the outside to accelerate Customs clearance in processing the items.

(8) Your signature and the date confirm your liability for the item.

Detached from PS Form 2976, January 2004 (Reverse)

Do not duplicate without USPS approval

## **Fonts**

While specific font sizes may be listed throughout these requirements, font support may vary significantly from printer to printer. In general, the font selection used should be OCR quality. Sans serif fonts are required. Helvetica or Arial font faces/families are highly recommended.

## **Form Elements**

The specific customs information that will be included on the form image consists of six significant sections. The overall size of the document must remain within +/- 0.125 inches of 7.5 inches wide by 4 inches tall (when oriented as above). In this space, the following text and sections must be present.

### **Addressing**

- Contents: Sender Address and Recipient Address
- Specifications: 12-point minimum, sans serif text (to and from addresses)

### **Customs Information**

- Contents: Itemized Content Detail
- Specifications: 12-point minimum, sans serif text (content detail, quantity, value, net wt.)

### **Value, Weight, Tariff Number, and Country of Origin**

- Contents: Tariff Number (optional), Country of Origin (optional), Total Value, and Gross Weight
- Specifications:
  - 14 point minimum, sans serif text (optional tariff no. and country of origin), total value, gross weight
  - 14 point minimum, bold sans serif text (total value)
  - 15 point minimum, bold sans serif text (gross weight)

### **Human Readable Customs Barcode Number**

- Contents: Human readable number must match number in Customs Barcode Section (below)
- Specifications: 18 point minimum, bold sans serif text. This representation of the barcode must be parsed in the format:

XX 999 999 999 YY

### **Customs Barcode Section**

- Contents: Code USS 128 AIMS barcode and human-readable text below barcode
- Specifications:
  - Standard Code USS 128 barcode symbology incorporating Modulus 103 check digit as follows:
    - Begin with the start code value
    - Sum the product of each character position (the most significant character position equals 1) and the character value of the character at that position
    - Divide sum by 103 .. The remainder is the value of the Check Character
- Must meet Code USS 128 AIMS Specifications except as follows:
  - Minimum X - dimension = 0.010 inch
  - Minimum barcode height = 0.5 inch
- The human-readable representation of the barcode (below barcode)
  - Must be parsed as follows: XX 999 999 999 YY
  - Minimum Space between barcode and human readable barcode = 0.032 inch

- Minimum Height of the typeface used for human readable barcode = 0.065
- Minimum Overall height of barcode and human readable barcode = 0.597

## Instructions

The overall size of the instructions form must remain within +/- 0.125 inches of 4.5 inches wide by 4 inches tall. In this space, the text must be rendered exactly as shown.

## General Label Scan Quality Specifications

**Reflectance.** When measured in the red spectral range between 630 nanometers and 675 nanometers, the minimum white space reflectance (Rs) must be greater than 50%, and the maximum bar reflectance (Rb) must be less than 25%. The minimum print reflectance difference (Rs – Rb) is 40%. The measurements must be made using a USPS-specified reflectance meter or a USPS-approved barcode verifier.

(NOTE: Reflectance is often a reason for poor barcode readability when using thermal printers – the thermal paper is often at the upper limits of reflectance for barcode reading equipment)

**Barcode Quality.** At least 70% of the barcodes must measure American National Standards Institute (ANSI) grade A or B, and none of the remaining portion can measure lower than ANSI grade C.

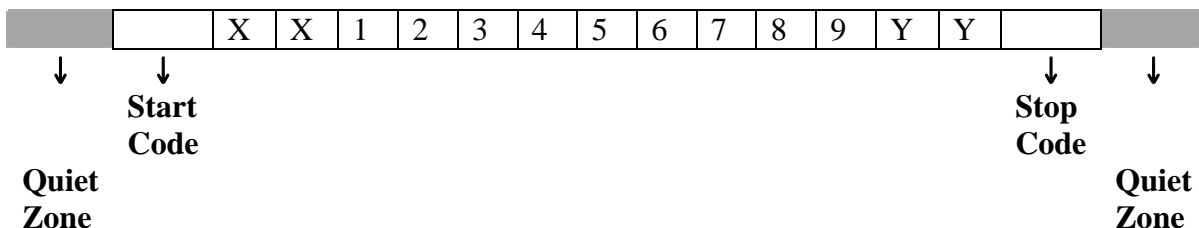
Information concerning ANSI barcode guidelines are in standard X3.182, Bar Code Print Quality Guideline, and may be obtained from:

AMERICAN NATIONAL STANDARDS INSTITUTE  
11 W 42ND ST  
NEW YORK NY 10036-8002  
Telephone: 212-642-4900  
Web site: <http://www.ansi.org/>

Written technology standards for the USS 128 barcode symbology can be obtained from:

AIM INC.  
125 WARRENDALE BAYNE RD.  
WARRENDALE PA 15086-7570  
Telephone: 724-934-4470  
Web site: <http://www.aimglobal.org/>

## Data Format USS 128





# PS FORM 2976A, CUSTOMS – CP72 CUSTOMS DECLARATION AND DISPATCH NOTE

## Sample PS Form 2976A – Copy 1 Customs Declaration

United States Postal Service							
Customs Declaration and Dispatch Note — CP 72							
<small>The item/parcel may be opened officially. Please print and press hard. You are making multiple copies.</small>							
<b>From</b>	Sender's Name		Sender's Customs Reference (if any)	Insured Number			
	Business			Insured Amount (US \$)			
	Street		SDR Value				
	City State ZIP Code®						
	Country						
<b>To</b>	Addressee's Name		Importer's Reference - Optional (if any) (Tax code/VAT no./Importer code)				
	Business						
	Street						
	Postcode City		Importer's Telephone/Fax/Email (if known)				
	Country						
Detailed Description of Contents (1)		Qty. (2)	Net Weight (3) lb. oz.		Value (US \$) (5)	For Commercial Senders Only HS tariff number (7) Country of origin of goods (8)	
Check One <input type="checkbox"/> Airmail/Priority <input type="checkbox"/> Surface/Nonpriority		Total Gross Wt. (4)		Total Value (6)		Postage and Fees (9)	
Check One (10) <input type="checkbox"/> Gift <input type="checkbox"/> Commercial sample <input type="checkbox"/> Other		Sender's Instructions in Case of Nondelivery (16)		Mailing Office Date Stamp			
<input type="checkbox"/> Documents <input type="checkbox"/> Returned goods Explanation:							
Comments (11) (e.g., goods subject to quarantine, sanitary/phytosanitary inspection, or other restrictions)							
License Number(s) (12)	Certificate Number(s) (13)	Invoice Number (14)					
I certify that the particulars given in this customs declaration are correct and that this item does not contain any dangerous article prohibited by legislation or by postal or customs regulations.		Date and sender's signature (15)					

PS Form 2976-A, January 2004

Do not duplicate this form without USPS approval.

1 - Customs Declaration

# Sample PS Form 2976A – Copy 2 Customs Declaration \

## BARCODE

United States Postal Service

### Customs Declaration and Dispatch Note — CP 72

The item/parcel may be opened officially. Please print and press hard. You are making multiple copies.

<b>From</b>	Sender's Name			Sender's Customs Reference (If any)		Insured Number		
	Business					Insured Amount (US \$)		SDR Value
	Street							
	City State ZIP Code®							
	Country							
<b>To</b>	Addressee's Name			Importer's Reference - Optional (If any)				
	Business			(Tax code/VAT no./Importer code)				
	Street							
	Postcode City			Importer's Telephone/Fax/Email (If known)				
	Country							
Detailed Description of Contents (1)			Qty. (2)	Net Weight (3) lb. oz.		Value (US \$) (5)	For Commercial Senders Only HS tariff number (7) Country of origin of goods (8)	
Check One <input type="checkbox"/> Airmail/Priority <input type="checkbox"/> Surface/Nonpriority			Total Gross Wt. (4)		Total Value (6)	Postage and Fees (9)		
Check One (10) <input type="checkbox"/> Gift <input type="checkbox"/> Commercial sample <input type="checkbox"/> Other			Explanation:		Sender's Instructions in Case of Nondelivery (16) <input type="checkbox"/> Treat as Abandoned <input type="checkbox"/> Return to Sender - NOTE: Item subject to return charges at sender's expense. <input type="checkbox"/> Redirect to Address Below:		Mailing Office Date Stamp	
<input type="checkbox"/> Documents <input type="checkbox"/> Returned goods								
Comments (11) (e.g., goods subject to quarantine, sanitary/phytosanitary inspection, or other restrictions)								
License Number(s) (12)		Certificate Number(s) (13)	Invoice Number (14)					
I certify that the particulars given in this customs declaration are correct and that this item does not contain any dangerous article prohibited by legislation or by postal or customs regulations.		Date and sender's signature (15)						

PS Form 2976-A, January 2004

Do not duplicate this form without USPS approval.

2 - Customs Declaration

# Sample PS Form 2976A – Copy 3 Dispatch Note

**BARCODE**

United States Postal Service

## Customs Declaration and Dispatch Note — CP 72

The item/parcel may be opened officially. Please print and press hard. You are making multiple copies.

<b>From</b>	Sender's Name		Sender's Customs Reference (If any)	Insured Number	
	Business				
	Street				
	City	State	ZIP Code®		
	Country				
<b>To</b>	Addressee's Name			Importer's Reference - Optional (If any)	
	Business			(Tax code/VAT no./Importer code)	
	Street				
	Postcode		City	Importer's Telephone/Fax/Email (If known)	
	Country				
Office of Exchange			Customs Stamp	Please affix labels here when required	
			Customs Duty		
Check One <input type="checkbox"/> Airmail/Priority <input type="checkbox"/> Surface/Nonpriority			Total Gross Wt. (4)	Total Value (6)	Postage and Fees (9)
Check One (10) <input type="checkbox"/> Gift <input type="checkbox"/> Commercial sample <input type="checkbox"/> Other			Sender's Instructions in Case of Nondelivery (16)		Mailing Office Date Stamp
<input type="checkbox"/> Documents <input type="checkbox"/> Returned goods Explanation:			<input type="checkbox"/> Treat as Abandoned		
Comments (11) (e.g., goods subject to quarantine, sanitary/phytosanitary inspection, or other restrictions)			<input type="checkbox"/> Return to Sender -		
			NOTE: Item subject to return charges at sender's expense.		
Declaration by ADDRESSEE I have received the parcel described on this note 		Date and addressee's signature		<input type="checkbox"/> Redirect to Address Below:	
I certify that the particulars given in this customs declaration are correct and that this item does not contain any dangerous article prohibited by legislation or by postal or customs regulations.		Date and sender's signature (15)			

PS Form 2976-A, January 2004

Do not duplicate this form without USPS approval.

3 - Dispatch Note

# Sample PS Form 2976A – Copy 4 Post Office Copy

Barcode				United States Postal Service			
Customs Declaration and Dispatch Note — CP 72				The item/parcel may be opened officially. Please print and press hard. You are making multiple copies.			
From	Sender's Name			Sender's Customs Reference (if any)	Insured Number		
	Business				Insured Amount (US \$)		
	Street				SDR Value		
	City State ZIP Code®						
	Country						
To	Addressee's Name			Importer's Reference - Optional (if any) (Tax code/VAT no./Importer code)			
	Business						
	Street						
	Postcode City			Importer's Telephone/Fax/Email (if known)			
	Country						
Detailed Description of Contents (1)			Qty. (2)	Net Weight (3) lb. oz.		Value (US \$) (5)	For Commercial Senders Only HS tariff number (7) Country of origin of goods (8)
Check One <input type="checkbox"/> Airmail/Priority <input type="checkbox"/> Surface/Nonpriority			Total Gross Wt. (4)		Total Value (6)	Postage and Fees (9)	
Check One (10) <input type="checkbox"/> Gift <input type="checkbox"/> Commercial sample <input type="checkbox"/> Other					Sender's Instructions in Case of Nondelivery (16)		
<input type="checkbox"/> Documents <input type="checkbox"/> Returned goods Explanation:					<input type="checkbox"/> Treat as Abandoned <input type="checkbox"/> Return to Sender - NOTE: Item subject to return charges at sender's expense. <input type="checkbox"/> Redirect to Address Below:		
Comments (11) (e.g., goods subject to quarantine, sanitary/phytosanitary inspection, or other restrictions)					Mailing Office Date Stamp		
License Number(s) (12)		Certificate Number(s) (13)	Invoice Number (14)				
I certify that the particulars given in this customs declaration are correct and that this item does not contain any dangerous article prohibited by legislation or by postal or customs regulations.		Date and sender's signature (15)					

PS Form 2976-A, January 2004

Do not duplicate this form without USPS approval.

4 - Post Office Copy

# Sample PS Form 2976A – Copy 5 Sender's Copy

## BARCODE

United States Postal Service

### Customs Declaration and Dispatch Note — CP 72

*The item/parcel may be opened officially. Please print and press hard. You are making multiple copies.*

<b>From</b>	Sender's Name			Sender's Customs Reference (if any)	Insured Number					
	Business				<table border="1"> <tr> <td>Insured Amount (US \$)</td> <td>SDR Value</td> </tr> <tr> <td colspan="2" style="height: 40px;"></td> </tr> </table>		Insured Amount (US \$)	SDR Value		
	Insured Amount (US \$)	SDR Value								
	Street									
City State ZIP Code®										
Country			Importer's Reference - Optional (if any) (Tax code/VAT no./Importer code)							
<b>To</b>	Addressee's Name			Importer's Telephone/Fax/Email (if known)						
	Business									
	Street									
	Postcode City									
	Country									
Detailed Description of Contents (1)			Qty. (2)	Net Weight (3)		Value (US \$) (5)	For Commercial Senders Only			
				lb. oz.			HS tariff number (7) Country of origin of goods (8)			
Check One <input type="checkbox"/> Airmail/Priority <input type="checkbox"/> Surface/Nonpriority			Total Gross Wt. (4)		Total Value (6)		Postage and Fees (9)			
Check One (10) <input type="checkbox"/> Gift <input type="checkbox"/> Commercial sample <input type="checkbox"/> Other			Sender's Instructions in Case of Nondelivery (16) <input type="checkbox"/> Treat as Abandoned <input type="checkbox"/> Return to Sender - NOTE: Item subject to return charges at sender's expense. <input type="checkbox"/> Redirect to Address Below:		Mailing Office Date Stamp					
<input type="checkbox"/> Documents <input type="checkbox"/> Returned goods Explanation:										
Comments (11) (e.g., goods subject to quarantine, sanitary/phytosanitary inspection, or other restrictions)										
License Number(s) (12)		Certificate Number(s) (13)	Invoice Number (14)							
I certify that the particulars given in this customs declaration are correct and that this item does not contain any dangerous article prohibited by legislation or by postal or customs regulations.		Date and sender's signature (15)								

PS Form 2976-A, January 2004

Do not duplicate this form without USPS approval.

5 - Sender's Copy

## Sample CP72 Instructions

### Instructions

Before completing this form, please read the following instructions carefully.  
NOTE: Your goods may be subject to restrictions.

Complete this form in English. You may add a translation of the contents in a language accepted in the destination country.

Complete in ink and press firmly so all information transfers to all copies.

Complete the declaration fully and legibly; otherwise, delay and inconvenience may result for the addressee. A false or misleading declaration may lead to a fine or to seizure of the item.

Your goods may be subject to restrictions. It is your responsibility to inquire into import and export regulations, restrictions such as quarantine, pharmaceutical restrictions, etc., and to find out what documents, if any (commercial invoice, certificate of origin, health certificate, license, authorization for goods subject to quarantine such as plant, animal, or food products, etc.), are required in the destination country.

Commercial item means any goods exported/imported in the course of a business transaction, whether or not they are sold for money or exchanged.

1. Enter a detailed description of each article — e.g., "men's cotton shirts." General descriptions — e.g., "samples, food products" — are not permitted.
2. Enter the quantity of each article and the unit of measurement used.
3. & 4. Enter the net weight of each article in pounds and ounces. Enter the total weight of the package in pounds and ounces, including packaging, which corresponds to the weight used to calculate the postage.
5. & 6. Enter the value for each article and the total in US dollars.
7. & 8. **For commercial senders only:** If known, enter the 6-digit HS tariff number, which must be based on the Harmonized Commodity Description and Coding System developed by the World Customs Organization. "Country of Origin" means the country where the goods originated — e.g., were produced/manufactured or assembled. Senders of commercial items are advised to supply this information as it will assist Customs in processing the items.
9. Postal clerk - enter the amount of postage and fees.
10. Check the box specifying the category of the item.
11. Provide details if the contents are subject to quarantine (plant, animal, food products, etc.) or other restrictions.
- 12, 13, & 14. If your item is accompanied by a license or a certificate, enter the number. You should enclose an invoice for all commercial items.
15. Your signature and date confirm your liability for the item being mailed.
16. Check box specifying instruction in case of nondelivery. Items returned to sender are subject to return charges at sender's expense.

NOTE: Copy 4 of this form is filed at the Post Office for 30 days from the date of mailing.

Insert the completed form into PS Form 2976-E, *Customs Declaration and Dispatch Note Envelope*. Enclose any commercial documents into the envelope. Do not fold form set or wrap around the package. The entire barcode and all information must be visible. Remove the backing sheet and affix the envelope to the package on the address side.

## **Fonts**

While specific font sizes may be listed throughout these requirements, font support may vary significantly from printer to printer. In general, the font selection used should be OCR quality. Sans serif fonts are required. Helvetica or Arial font faces/families are highly recommended.

## **Form Elements**

The CP 72 Customs Form consists of five copies of the form and an instructions page. The form copies, though similar, contain minor differences. When creating your own images for these forms they should be identical, or nearly identical, in design to the samples provided.

## **Page Numbering**

- Contents: The number and name of the page.
- Specifications: 13-point minimum, sans serif text.

## **From Addressing**

- Contents: Sender Address.
- Specifications: 13-point minimum, sans serif text.

## **To Addressing**

- Contents: Recipient Address.
- Specifications: 13-point minimum, sans serif text.
- Layout: The last line of the address must be the country. The line above the country must contain the Postal Code and City/Province in that specific order.

## **Sender's Customs Reference, Insured Number, Insured Amount, SDR Value,**

## **Importer's Reference, Importer's Telephone/Fax/Email**

- Contents: Sender's Customs Reference, Insured Number, Insured Amount, SDR Value, Importer's Reference, Importer's Telephone/Fax/Email.
- Specifications: 13-point minimum, sans serif text.

## **Customs Information**

- Contents: Itemized Content Detail.
- Specifications: 14-point minimum, sans serif text (content detail, quantity, net wt., Value, HS tariff number, Country of origin of goods).

## **Delivery Type**

- Contents: Sender's selection of the type of delivery
- Specifications:
  - Check box with indication of selection ("X" or "..")
  - 10-point minimum, bold, sans serif text (indicating Airmail/Priority or Surface/Nonpriority)

## Package Contents

- Contents: Sender's selection of the package contents
- Specifications – check box:
  - Check box with indication of selection (“X” or “.”)
  - 10 point minimum, bold, sans serif text (indicating Gift, Documents, Commercial Sample, Returned goods, Other)
- Specifications – Explanation:
  - Text description of contents when Other is selected
  - 11-point minimum, sans serif text (indicating package contents)

## Value, Weight, and Postage

- Contents: Total Value, Postage and Gross Weight
- Specifications:
  - 14-point minimum, sans serif text

## Comments, License Number, Certificate Number, Invoice Number

- Contents: comments, license numbers, certificate numbers, invoice numbers
- Specifications:
  - Text description of contents when Other is selected
  - 13-point minimum, sans serif text (indicating package contents)
  - License number, Certificate number, Invoice number do not appear on page 3

## Senders Instructions

- Contents: Sender's nondelivery instructions
- Specifications:
  - 12-point minimum, sans serif text indicating (return to sender, abandon, or redirect with address)

## Customs Barcode Section (Form Copy1):

- Contents: Code USS 128 AIMS barcode and human-readable text below barcode
- Specifications:
  - Standard Code USS 128 barcode symbology incorporating Modulus 103 check digit as follows:
    - Begin with the start code value
    - Sum the product of each character position (the most significant character position equals 1) and the character value of the character at that position
      - Divide sum by 103
      - The remainder is the value of the Check Character-
  - Must meet Code USS 128 AIMS Specifications except as follows:
    - Minimum X - dimension = 0.010 inch
    - Minimum barcode height = 0.500 inch
  - The human-readable representation of the barcode (below barcode)
    - Must be parsed as follows: XX 999 999 999 YY
    - Space above the barcode = 0.1 inch
    - Minimum barcode height = 0.500 inch
    - Space between barcode and OCR character = 0.05 inch



- OCR A Character = 0.065 inch
- Total Height = 0.597 inch
- OCR A number must be 10 character per inch

## **Customs Barcode Section (Form Copies 2, 3, 4, 5)**

- Contents: Code USS 128 AIMS barcode and human-readable text right of barcode
- Specifications:
  - Standard Code U128 barcode symbology incorporating Modulus 103 weighted, divide/subtract remainder check digit as defined above.
  - Must meet Code U128 AIMS Specifications except as above.
  - The human-readable representation of the barcode:
    - Placement to right of actual barcode
    - 16-point minimum, sans serif text
    - Must be parsed as follows: XX 999 999 999 YY

## **Instructions**

The overall size of the instructions form should be 8." X 6." – 6 ½" and must fit in PS Form 2976-E, Customs Declaration Envelope CP 91. In this space, the text must be rendered exactly as shown.

## **General Label Scan Quality Specifications**

**Reflectance.** When measured in the red spectral range between 630 nanometers and 675 nanometers, the minimum white space reflectance (Rs) must be greater than 50%, and the maximum bar reflectance (Rb) must be less than 25%. The minimum print reflectance difference (Rs – Rb) is 40%. The measurements must be made using a USPS-specified reflectance meter or a USPS-approved barcode verifier.

(NOTE: Reflectance is often a reason for poor barcode readability when using thermal printers – the thermal paper is often at the upper limits of reflectance for barcode reading equipment)

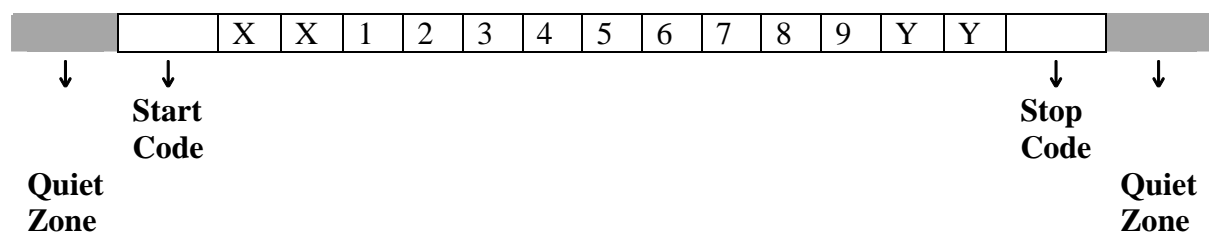
**Barcode Quality.** At least 70% of the barcodes must measure American National Standards Institute (ANSI) grade A or B, and none of the remaining portion can measure lower than ANSI grade C. Information concerning ANSI barcode guidelines are in standard X3.182, Bar Code Print Quality Guideline, and may be obtained from:

AMERICAN NATIONAL STANDARDS INSTITUTE  
11 W 42ND ST  
NEW YORK NY 10036-8002  
Telephone: 212-642-4900  
Web site: <http://www.ansi.org>

Written technology standards for the USS 128 barcode symbology (see below) can be obtained from:

AIM, INC.  
125 WARRENDALE BAYNE RD.  
WARRENDALE PA 15086-7570  
Telephone: 724-934-4470  
Web site: <http://www.aimglobal.org>

### Data Format USS 128



## **APPENDIX A - BARCODE CERTIFICATION CUSTOMER APPLICATION AND PRINTER SUBMISSION FORM**



## Barcode Certification Customer Application

### Certification Program (Check the applicable certification program)

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Delivery Confirmation™ | <input type="checkbox"/> Parcel Barcodes              | <input type="checkbox"/> Signature Confirmation™ |
| <input type="checkbox"/> Express Mail®          | <input type="checkbox"/> Parcel Return Services (PRS) | <input type="checkbox"/> Special Services        |
| <input type="checkbox"/> Flat Container Label   | <input type="checkbox"/> Sack Container Label         | <input type="checkbox"/> Tray Container Label    |
| <input type="checkbox"/> International Customs  |   |  |

### Customer Information (Please print)

Company Name

Customer Identification Number (e.g., DUNS® number, Mailer ID, etc.)

Contact Name

Street Address, P.O. Box, Rural/Hwy Contract, or Route Number

Apt/Suite

City

State

ZIP + 4®

Telephone Number (include area code)

Fax Number (include area code)

Email Address

Signature of Contact Person

Date

**NOTE:** To obtain a unique 9-digit DUNS number, contact Dun & Brandstreet at 1-800-333-0505 or at [www.dnb.com](http://www.dnb.com).

### Hardware and Software Information (For Confirmation Services and Special Services ONLY)

Are you a software Vendor?

☐ Yes ☐ No

☐ In-House Software

☐ Third Party Vendor

Software Name

Version Number

Third Party Vendor Information

Vendor Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Indicate the Special Services form/label to be printed and the annual volume of each.

- |   |              |
|---|--------------|
| <input type="checkbox"/> PS Form 3800, Certified Mail Receipt         | Volume _____ |
| <input type="checkbox"/> PS Form 3804, Return Receipt for Merchandise | Volume _____ |
| <input type="checkbox"/> PS Form 3813-P, Insured Mail Receipt         | Volume _____ |
| <input type="checkbox"/> Label 200, Registered Mail                   | Volume _____ |

Electronic File Transmission Type

- ☐ Internet ☐ Dial-up (modem)  
☐ No file transmission from this site

Name of Shipping/Manifest System

Printing System

- ☐ USPS Supplied  
☐ Third Party Software/Hardware

### USPS Representative Information

Representative Name

Representative Title

Street Address, P.O. Box, Rural/Hwy Contract, or Route Number

Apt/Suite

City

State

ZIP + 4®

Telephone Number (include area code)

Email Address

### Application Processing and Contact Information

**Mail this completed application to:**

BARCODE CERTIFICATION  
NATIONAL CUSTOMER SUPPORT CENTER  
UNITED STATES POSTAL SERVICE  
6060 PRIMACY PKWY STE 201  
MEMPHIS TN 38188-0001

**Customers needing assistance may call:**

1-800-238-3150  
Monday – Friday  
8:00 am - 5:00 pm CST

BCC001, October 2004





## Barcode Certification Printer Submission Form

### Certification Program (Check the applicable certification program)

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Delivery Confirmation™ | <input type="checkbox"/> Parcel Barcodes              | <input type="checkbox"/> Signature Confirmation™ |
| <input type="checkbox"/> Express Mail®          | <input type="checkbox"/> Parcel Return Services (PRS) | <input type="checkbox"/> Special Services        |
| <input type="checkbox"/> Flat Container Label   | <input type="checkbox"/> Sack Container Label         | <input type="checkbox"/> Tray Container Label    |
| <input type="checkbox"/> International Customs  |   |  |

### Customer Information (Please print)

Company Name

Customer Identification Number (e.g., DUNS® number, Mailer ID, etc.)

Contact Name

Street Address, P.O. Box, Rural/Hwy Contract, or Route Number

Apt/Suite

City

State

ZIP + 4®

Telephone Number (include area code)

Fax Number (include area code)

Email Address

Signature of Contact Person

Date

**NOTE:** To obtain a unique 9-digit DUNS number, contact Dun & Brandstreet at 1-800-333-0505 or at [www.dnb.com](http://www.dnb.com).

### Client or Merchant Information (PRS Participants Only)

Company Name

Street Address, P.O. Box, Rural/Hwy Contract, or Route Number

Apt/Suite

City

State

ZIP + 4®

Mailer ID

Unique PRS ZIP Code

PRS Permit Number

Permit Number ZIP Code

### Production Printer Information

List the production printer number, brand name, model number, and serial number of each printer used to print the barcodes. Barcode samples (minimum 20 per printer) **MUST** accompany this form when submitted. On each set of samples, please identify the printer used to print the barcodes.

Printer Number	Brand Name	Model Number	Serial Number

### Form Processing Information

#### Mail this completed application to:

BARCODE CERTIFICATION  
NATIONAL CUSTOMER SUPPORT CENTER  
UNITED STATES POSTAL SERVICE  
6060 PRIMACY PKWY STE 201  
MEMPHIS TN 38188-0001

#### Customers needing assistance may call:

1-800-238-3150  
Monday – Friday  
8:00 am - 5:00 pm CST

BCC002, October 2004

## HELPFUL RESOURCES

Resource Type	Contact Information	Phone Number
Certification	National Customer Support Center Barcode Certification 6060 Primacy Parkway, Suite 201 Memphis, TN 38188-0001 <a href="mailto:LabelsCertification@usps.gov">LabelsCertification@usps.gov</a>	1-800-238-3150, option 5
International Mail	International Mail Manual <a href="http://pe.usps.gov">http://pe.usps.gov</a>	
International Mail Specialist	Obataiye B. Akinwale International Classification Specialist United States Postal Service 475 L'Enfant PLZ SW Suite 3436 Washington DC 20260-3436 <a href="mailto:obataiye.b.akinwale@usps.gov">obataiye.b.akinwale@usps.gov</a>	